

# Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

CDPH, Accounting Section  
MS 1601, PO Box 997376  
Sacramento, CA 95899-7376

Employee Name	Horton, Mark
Expense Dates	09/02/09-09/04/09
Total Expense Amount	1801.65
Amount Due Employee	439.06
Form ID	TEA000520207

## DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/02	O/C Lodging	127.53	
2)	09/02	O/C Meals/Incidents, Non-comm, full	28.00	
3)	09/02	O/C Taxi Fare	46.00	
4)	09/03	O/C Lodging	127.53	
5)	09/04	O/C Meals/Incidents, Non-comm, full	40.00	
6)	09/04	O/C Taxi Fare	48.00	

~~09/03 O/C Meals/Incidents, Non-comm, full 22.00~~  
\$ 439.06 *10/21/09*

2. Forward Transmittal Sheet and attached documentation through your approval process.

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of Country Travel.	Yes

I have reviewed the following documents.

Approved  
by:

Travel & Expense Account  
Transmittal Sheet

After Approval, Mail Receipts To

CDPH, Accounting Section  
MS 1601, PO Box 997376  
Sacramento, CA 95899-7376

Employee Name	Horton, Mark
Expense Dates	09/08/09-09/08/09
Total Expense Amount	208.60
Amount Due Employee	30.00
Form ID	TEA000516174

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

Date	Expense Item	Amount	If not submitted - Explain
1) 09/08	Taxi Fare	30.00	

2. Forward Transmittal Sheet and attached documentation through your approval process.

I have reviewed the following documents

Approved  
by: